

FAIR APPLICATION
BEDFORD DAY, SEPTEMBER 17, 2011
FAIR: 10:00 a.m. - 3:00 p.m.

Please return this form with a check payable to "Town of Bedford" to the Bedford Recreation Department by Friday, August 12, 2011. Late applicants will be assigned spaces only if there are cancellations.

Please note that fair fees are **nonrefundable**.

Severe Storm Date: The Town of Bedford Bedford Day Fair and Parade are held rain or shine. If we encounter weather that is severe and threatens the safety of participants, the events will be postponed to the Saturday following the regularly scheduled Bedford Day. The decision to postpone would be made by 8:30 a.m. on the regularly scheduled Bedford Day and the information would be posted on the Recreation website (www.bedfordrecreation.org) and recorded on the Recreation Department answering announcement (781-275-1392).

Set up: 8:00 a.m. - 10:00 a.m. Vehicles will not be permitted on Mudge Way after 10:00 a.m.

Take down: 3:00 participants pack, carry out by foot

3:30 Mudge Way opens, participants load vehicles from booth spaces if necessary (*no vehicles before 3:30 p.m.*)

FAIR:

Group/Organization: _____

Name/Representative: _____

Address: _____

Evening Phone: _____ Day Phone: _____

(Evening Phone will be primary contact number and will be called if there is a fair postponement)

E-mail: _____

NEW: Booth spaces are approx. 12' x 15' (12' wide by 15' deep)

Check space desired: Non-profit (\$15/space) 1 space _____ 2 spaces _____

Bedford For Profit (\$60/space) 1 space _____ 2 spaces _____

Non-Bedford For Profit (\$100/space) 1 space _____ 2 spaces _____

"For Profit" groups **may not sell** goods or services at the Bedford Day Fair. "For Profits" may distribute promotional material and free items.

Space assignment prioritization:

-Bedford-serving non-profit groups with special requirements (electricity, water hook-up, association with another organization, etc.)

-Bedford-serving non-profit groups

-Bedford-based for profit groups*

-Non-Bedford-based for profit groups*

We cannot guarantee that any groups will be assigned to former space.

***Spaces are limited. For profit groups are not guaranteed space at the fair.**

Per order of the Bedford Code Enforcement Department, all tarps and tents must be fire retardant (manufacturer's label to this effect must be visible).

Description of fair activity:

Electricity required? Yes ____ No ____ Electrical connection fee: \$10.

(Electricity will not be provided unless it is requested on this form. Electricity will not be provided in wet or rainy weather.)

Will food be sold? Yes ____ No ____

Any group selling food must contact the Bedford Board Of Health for guidelines, 781 - 275 - 6507. Codes will be strongly enforced and closely monitored.

Will music be played? Yes ____ No ____

Groups playing music will be assigned away from the fair band and only in spaces deemed appropriate for music. It is possible that some requests to play music will be denied if there are too many groups requesting.

RAFFLE: Yes ____ No ____ Raffle permits must be obtained from the Bedford Town Clerk, 781-275-0083.

PARADE

Please note that if your organization would like to participate in the parade, a separate Parade Application form must be submitted to the Recreation Department by August 12, 2011.

RIDES

Description of rides:

Insurance Policy/Carrier:

(Insurance is mandatory for rides)

You will receive confirmation that your application has been received. Again, there is no guarantee that for profit groups will receive space; this determination will be made by September 6, 2011. Applications that can not be fulfilled will be returned to the applicants at that time.

We would welcome assistance with the Bedford Day Parade. Please let us know if you are able to help!

Name:

Phone:

E-mail:

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Bedford Recreation Department

12 Mudge Way

Bedford, MA 01730